THE

INTERNATIONAL HOUSE DEBIT ACCOUNT

GUIDE BOOK

(University of California, Berkeley)
The I-House Debit Account primarily serves as the account to pay for services rendered in the I-House which include printing, and a resident store.

Additionally, the account manages your I-House exclusive meal plan and cafe points.

Your meal plan balance and cafe points are pre-loaded on the debit account prior to your arrival. Thus, you should be able to use your meal points in the dining hall on arrival.

In order to start the process for setting up the I-House Debit Account visit the following url: ihouse.campuscardcenter.com
SETTING UP THE I-HOUSE DEBIT ACCOUNT

The process for setting up the I-House Debit Account involves the following general steps:

1. Registration
   Requires
   i. I-House ID (can be found in Starrez portal).
   ii. Last Name.

2. Create a user profile
   i. Create a username.
   ii. Create Password.
   iii. Choose a security question.
   iv. Enter your email address.

3. Accept Terms and Conditions

4. Login
   Requires
   i. Username.
   ii. Password.
• Click on the "Register Now" link.
• Type in your **IHouseID**.
• Type in your **last Name**.
• Click on “Submit”.
• Create a **username**.
• Create a **password**.
• Confirm your password.
• Choose a **security question**.
• Enter an answer to the security question.
• Enter your **email address**.
• Agree to the **terms and conditions** by clicking “yes”.
• Type in your **initials**.
• Click “Accept Terms”.
• You have successfully activated your I-house Debit Account.
• Now, click on the “login” button.
• Type in your **username**.
• Type in your **password**.
• Click the “**login**” button.
Below is a screenshot of how your I-House Debit Account dashboard should look.
ADDING MONEY TO YOUR I-HOUSE DEBIT ACCOUNT

Money added to your I-House Debit Account is credited to your I-House cash account. The money in the cash account is used to cover printing and resident store expenses.

In order to add money to the I-House cash account

- Click on the “Add Value” link on your debit account dashboard.
• Type in the amount you wish to add in the “Payment Amount” section.
• Setup your payment method.
• Click on “next step” to confirm the payment.

Cardholder Website / Add Value /

Add Value

Step 1 : Payment Amount

Enter how much value you would like added to each account. You can add value to one or more accounts.

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>House Cash</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Calculate  Payment Grand Total : $0

Step 2 : Payment Method

Enter the payment information of the debit or credit card you would like to pay with. You can select a previously saved payment method or enter a new one.

Use Existing Payment Method : -- select -- [Edit]

-- or --

Card Type : -- Select Creditcard Type--
Card Number : 
Expiration Date : -- -- 

Name on Card : 
Address 1 : 
Address 2 : 
City : 
StateProvinceRegion : -- Select State --
Country: United States
ZipPostal Code : 
Confirmation e-mail address : sharun@berkeley.edu

Save Payment Method
Card Nickname : 

Next Step Cancel
• Click on the “Submit Payment” Button.
• You have successfully added cash to your I-House cash account.
Sections of the I-House Debit Account

“My Profile”
The section contains the personal and contact information, the username and password settings and parent information of the I-house resident.
“Lost or Stolen Card”
The section contains information on procedures to follow if a resident happens to misplace their card.

Upon the realization that your card is either lost or stolen, you should suspend your card immediately. You can suspend your card via the web or by calling the number below. You can reactivate a suspended card if you find it within two days and a new card has not been ordered.

Call 510-642-9464
“Activate Cards”
The section displays information on whether a resident’s card is active or inactive.
THE END